

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET ADMINISTRATION
PARKING CANCELLATION
OFA 66 (Rev. 06/04)

TO: Department of General Services
Office of Fleet Administration – Parking Unit
800 Q Street
Sacramento, CA 95814
Tel: (916) 327-2102 FAX: (916) 327-1159

From: _____(Department)

Parking Coordinator: _____

Telephone #: _____

PARKING CANCELLATION
30 DAY NOTICE REQUIRED

NAME OF PERMITTEE					EFFECTIVE DATE
CURRENT HOME ADDRESS			CITY	ZIP CODE	
DEPARTMENT			WORK TELEPHONE NUMBER	OFFICE USE ONLY CD88 PROCESSED BY:	
LOT CODE #	SPACE/CARDKEY #	CARDKEY/HANGER RETURNED*	SHUTTLE PASS	BIKE KEY RETURNED*	
		[] YES [] NO	[] YES [] NO	[] YES [] NO	
Initials: _____					
Date: _____					
SIGNATURE OF PERMITTEE				DATE	

* The following is a list of charges for unreturned parking items:

Cardkeys and hangers - \$25.00

Bike keys - \$ 5.00